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|  | <p style="text-align: center;"><b>VACANCY ANNOUNCEMENT</b><br/><b>HRM-750-FR-19</b></p> | <p><b>Issue Number: 01</b></p><br><br><p><b>Date: 03/10/2005</b></p> |
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**ANNOUNCEMENT NUMBER: 44A**

Vacancy announcement number (44) dated April 22, 2012, is hereby re-advertised to read the following:

Applicants who applied for Vacancy Announcement No. 44 do not need to reapply as their applications will be considered valid for this Vacancy Announcement.

**OPEN TO:** All Interested Candidates.

**POSITION:** Political Specialist, LES-9<sup>(1)</sup>; FP-5<sup>(2)</sup>  
Political Specialist, LES-8<sup>(1)</sup>; FP-6<sup>(2)</sup> \*

**OPENING DATE:** June 28, 2012

**CLOSING DATE:** July 12, 2012

**WORK HOURS:** Full-time; 40 hours/week.

**SALARY:** (1) Mission Policy is to hire LES employees at step 1 of the grade. The current annual salary for an LES-9, step 1 is L.E. 84,805.  
\*However the incumbent who meets all the advertised requirements of the position, but has minimum of two years of experience will be considered and placed at the training level LES-8, step 1 is L.E. 70,744.

(2) Actual FP grade and salary will be determined by the US Department of State.

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Notes: All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.

Best qualified displaced/RIFed employees will receive priority *consideration* if no US Citizens, family members or veterans apply.

The US Embassy is seeking an individual for the position of Political Assistant in the American Presence Post (APP) Office based in Alexandria.

### **BASIC FUNCTION OF POSITION**

The incumbent is a part of APP Alexandria's Economic and Political (ECPO) office. He/she will be responsible for the portfolio covering the new Egyptian political leadership, to include political parties, professional associations, NGOs, academics and religious leaders as well as a dedicated geographic area within the APP district. The work includes establishing and expanding contacts, information-gathering, research, and reporting, written and oral analysis of Egyptian political and economic trends and key subjects in Alexandria and the North Coast/Delta regions. He/she also provides backup and support to ECPO colleagues in scheduling USG visits to the governorates within the APP in Alexandria district and providing translation services when required for American officers. The incumbent reports directly to the Political/Economic Officer in Alexandria and performs duties with a considerable degree of autonomy. Independent travel outside of Alexandria and a willingness to frequently work outside of normal working hours are required.

### **QUALIFICATIONS REQUIRED**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. A college degree in Liberal Arts or Political Science is required.
2. Three years of work experience in political or economic research and analysis is required. However the incumbent who meets all the advertised requirements of the position, but has minimum of two years of experience will be considered and placed at the training level LES-8.

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3. Level IV (fluent) in both written and spoken English and Arabic is required.

## **SELECTION PROCESS**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY**

**Interested applicants for this position must submit the following or the application will not be considered:**

1. The Universal Application for Employment (UAE) DS-174 (link to instructions and applications: <http://egypt.usembassy.gov/hr.html> )
2. Candidates must provide in the application (DS-174) names of family members working in the Mission.



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3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application or the preference will not be applied.

4. (Optional): Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION TO**

Human Resources Office  
Attention: Neveen Elias or Lamiaa Hafez  
US Embassy, Cairo  
8, Kamal El Din Salah Street, Garden City  
Email: cairojobs@state.gov

### **DEFINITIONS**

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;
- Spouse or dependent who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad;

and

- Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a

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USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a US Citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a US Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: July 12, 2012**

The US Mission in Cairo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.